

New License Flexibility for Bilingual and ESL Teachers

School Type: **All schools**

Workflow Subcategory: **HR General**

You should review the following information and take appropriate action:

New License Flexibility for Bilingual and ESL Teachers: In accordance with a recent agreement between the DOE and the UFT, teachers who hold New York State certification in ESL or bilingual instruction and are serving in a non-ESL or bilingual city license, can now switch to the corresponding ESL or bilingual city license instruction, and only have to serve a one-year probationary period. Please note the following additional details regarding teachers who switch city licenses:

- Any such tenured teachers must serve one year in the new license (bilingual or ESL) to be eligible for completion of probation, but will be treated as having completed probation in the new license for excessing purposes.
- Any such probationary teachers will have all of their probationary service time in their prior license and their new license combined for all contractual purposes, including excessing and completion of probation, provided they serve at least one year under the new license.
- If probation is discontinued in the new license, the teacher will revert to their previous license in the school, with credit for the time served as a probationary teacher in the new license.

This new flexibility may allow you to consider a broader group of teachers in your building or through a transfer to serve in assignments in ESL or bilingual license areas. Note that eligible teachers will receive an email next week from *DHR News* informing them of this opportunity. Your FSC [HR director](#) can tell you which of your teachers are eligible for this switch. In addition, please note that in Open Market you can view all state certification information for transfer applicants to your school.

Required Actions for a Teacher to Switch Licenses: Under this agreement, a change of license with the shortened probationary period can only take place if agreed to by both you and the teacher. The form to document the agreement and initiate the process for the license change is available on the [HR page](#) of the Principals' Portal. You should submit completed forms to your FSC [HR director](#) for processing.

For questions, contact your FSC [HR director](#).